How to eSign for Filers



Before you Begin ...

You must have a Common Access Card (CAC) to eSign your Report.

If necessary, refer to the FDM Help page from the FDM portal, and select "How To" Guides and Tutorials for instructions on <u>How to Login to FDM</u> and <u>How to File an OGE 450 Report.</u>

Overview

This How To Guide explains how to eSign a Report using your CAC.

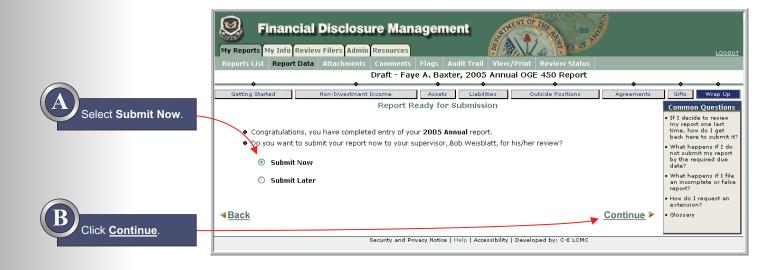
eSigning a Report

1. Begin Wrap Up



Note: During Wrap Up, FDM determines if your report is missing information. Clear any red flags if necessary.

2. Begin the Submission Process



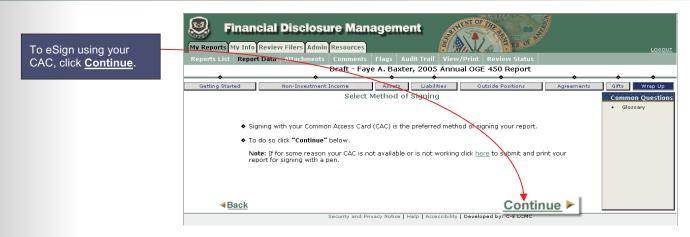
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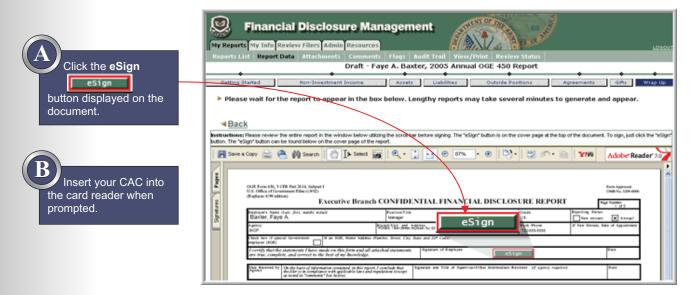
3. Certify Report Contents



4. Select Signing Method



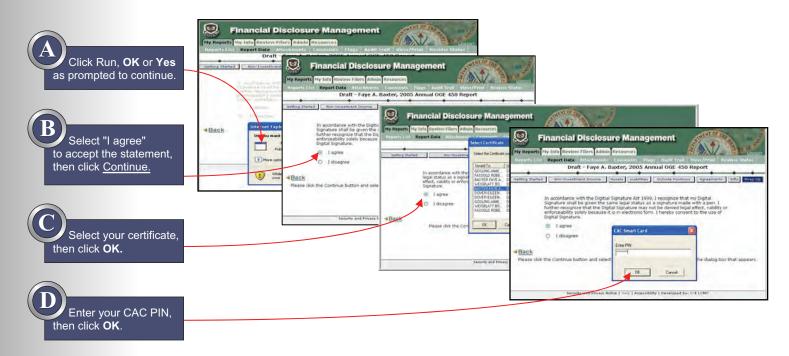
5. eSign your Report



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6. Certify Your Signature



7. View the Submit Confirmation

